

21 FEB 1974

MEMORANDUM FOR: DDO Records Management Officer

SUBJECT : Amendment to DDO Records Control
Schedule 15-72, and All Other
DDO Sub-Component Records
Schedules

REFERENCE : NN-172-131, dated 7 February 1972,
Request for Authority to Dispose
of Records

Your request to amend the DDO Records Control Schedule No. 15-72 and all other schedules of DDO sub-elements to authorize disposal of paper copy after conversion to micro-film is approved assuming the prescribed requirements in the reference and FPMR (CFR Title 41, Subtitle 101-11.5) referred to therein are met. A signed copy of this approval will be incorporated in the record copy of the DDO Records Control Schedule on file in the Records Administration Branch and a copy will be forwarded to the Agency Records Center.

SIGNED

STATINTL


CIA Records Management Officer

Attachment:
Copy of Reference

ISAS:GFD:PW:mj (20 Feb 74)

Distribution:

- Orig - Addressee, w/att
- ✓ 1 - RAB (RC Schedule, ^{for DDO} w/att
- 1 - Record Center, w/o att
- 1 - ISAS, w/o att
- 1 - RAB/Chrono w/o att

Approved For Release 2001/07/30 : CIA-RDP78-07317A000100010005-8

REQUEST FOR AUTHORITY

TO DISPOSE OF RECORDS

(See Instructions on Reverse)

NATIONAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

(NAME OF ESTABLISHMENT)

Intelligence Agency

SUB DIVISION

SUB DIVISION

PERSON WITH WHOM TO CONFER

DATE

AGENCY REPRESENTATIVE:

I, that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or
are proposed for disposal for the reason indicated: ("X" only one)

☐ B The records will cease to have sufficient value
to warrant further retention on the expiration
of the period of time indicated or on the occur-

STATINTL

1972

(Signature of Agency Representative)

CIA Records Administration Officer
(Title)

8. DESCRIPTION OF ITEM
(WITH INCLUSIVE DATES OR RETENTION PERIODS)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

Approval is requested for disposal of the paper copies
of Agency records after their conversion to a microfilm
record.

Agency records are scheduled for preservation in
accordance with the retention periods specified in the
General Records Schedule or as approved by the Archivist
in response to specific Agency Requests for Authority to
Dispose of Records (Standard Form 115). Also Agency
records are scheduled for permanent retention according
to NARS Schedules when "Disposal is Not Authorized."

This request is seeking authority to dispose of the
Agency's paper records after they have been converted to
an acceptable microform copy. The microform copy, of
Archival quality, would be properly stored and preserved
for the retention period indicated for the paper records.
Work copies will be made from the master films for office
use as necessary. Filming, processing, and inspection
standards prescribed by FPMR will be followed and records
destroyed only after the microform record is verified and
found to be a satisfactory substitute. In the unlikely
event of unusual documents which should be preserved in
their original state the Agency will coordinate with the
Archivist prior to disposal after filming. New types of
records not covered by existing Schedules and Disposal
authorities will be referred to the Archivist for
approval of retention periods.

Instruction: Destroy paper records when microform
copy is verified as an acceptable
Substitute.

DISPOSAL APPROVED

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Four copies, including original, to be submitted to the National Archives and Records Service

16-30429-3 GPO